

*H. C. T.*

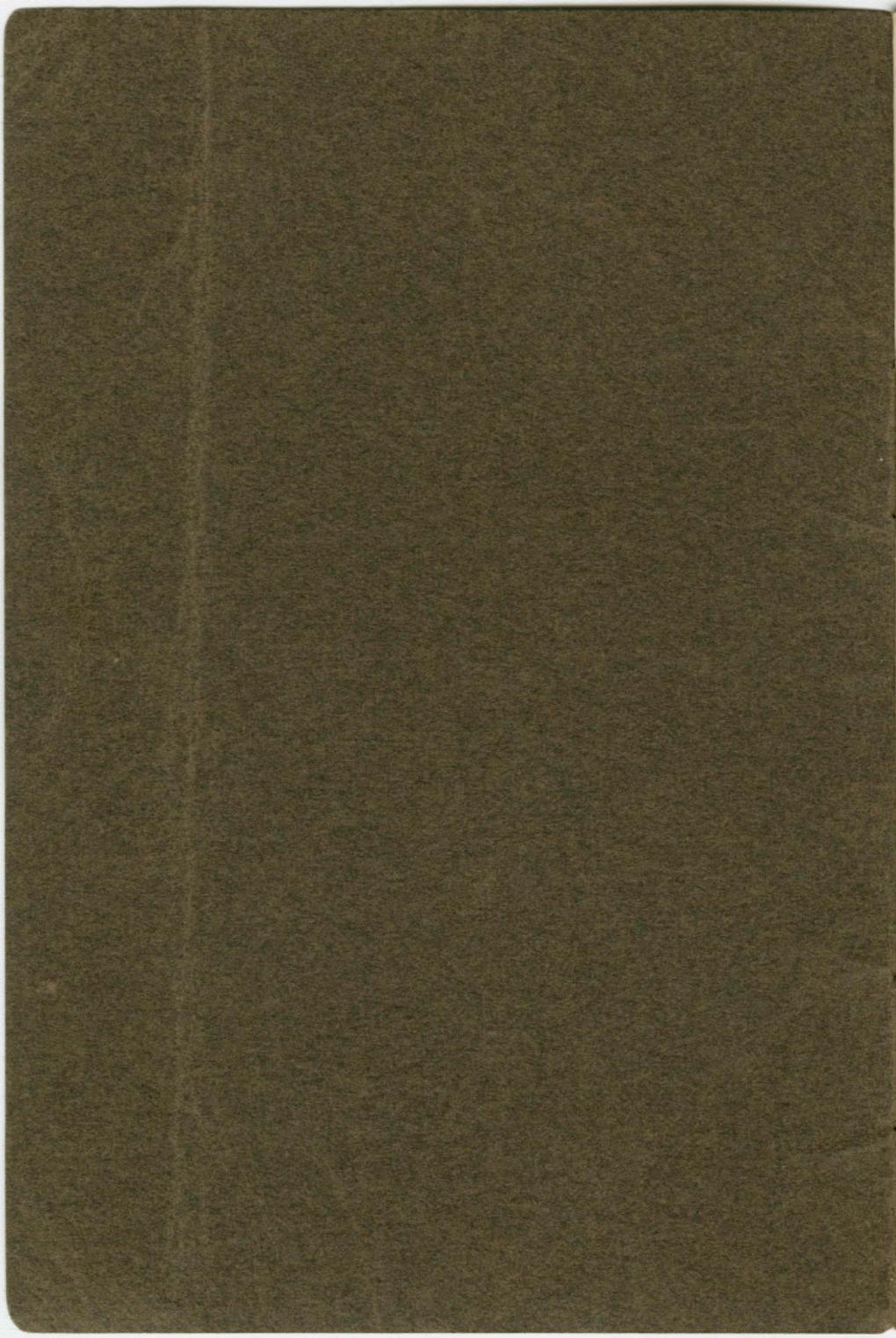
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BY-LAWS

Maryland Agricultural College

1908

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*H. J. Patterson*

**BY-LAWS**

**OF THE**

**MARYLAND  
AGRICULTURAL  
COLLEGE**



**1904**

*W. J. H.*

*SWANSEA*

*OF THE*

*MARYLAND*

*AGRICULTURAL*

*COTTAGE*



*1904*

# Maryland Agricultural College.

## BY-LAWS OF THE CORPORATION.

No. 1.—Stated meetings of the Trustees shall be held at the College on the second Friday in each month, and the Registrar shall give at least ten days' notice thereof, in writing, to each of the Trustees. Five members shall constitute a quorum, as prescribed by the Charter.

[March, June  
September &  
December]

No. 2.—Special meetings may be called at any time and place that may be expedient, by the President of the Board, or three of the Trustees, and the object of every called meeting shall be stated in the notices sent to the Trustees. Any meeting may be adjourned to meet at any time and place that the majority present shall decide, except that the regular Quarterly Meetings shall be held at the College.

No. 3.—The President of the Board of Trustees shall preside at all their meetings, when present, and in his ab-

sence the senior member shall act as President *pro tempore.*

No. 4.—At special meetings, after the proceedings of the last meeting shall have been read and approved, the Board shall immediately proceed to consider the business for which they were specially convened, and no other business shall be transacted until it shall be disposed of.

No. 5.—After a meeting shall have been called to order, no member shall absent himself without the permission of the Board.

No. 6.—The President shall decide all questions of order not herein provided for, according to the usual parliamentary rules; from such decisions, however, any member may appeal to the Board, who shall decide thereupon without debate, and their decision shall be final.

No. 7.—The order of business at the meeting of the Trustees shall be: *First*, the reading, correction and adoption of the proceedings of the last meeting. *Second*, if a special meeting, the consideration of the special busi-

*Except appeals or motions of discipline, but by unanimous consent*  
*Nor shall any other business be considered than*

ness for which they have been convened. *Third*, reading of the Registrar's report, and consideration of finances, expenditures and accounts. *Fourth*, reports of Committees, communications from the President of the College, or members of the faculty of instruction. *Fifth*, business relating to the buildings, library and the philosophical apparatus. *Sixth*, business relating to rules, regulation and discipline of the Institution. *Seventh*, business relating to the farm. *Eighth*, other business may be considered at any time by consent of the Board. *Ninth*, at the close of every meeting, the minutes shall be read for verification and correction, and thereafter no motion shall be in order except to adjourn.

No. 8.—No motion shall be entertained unless seconded, nor until the mover, if required by member, shall have it committed to writing, and on application of any two Trustees, the yeas and nays on any matter submitted to the Board, shall be entered upon the minutes.

*Executive Committee*  
*and Report*  
*of Directors*

No. 9.—The votes of the majority of all the members, viz: nine of the Board of Trustees, shall be necessary for disposing of money or other property belonging to the College and Experiment Station, exceeding five hundred dollars (\$500.00) in amount or value, also for the election or removal of any officer or professor of the Institution, including the Experiment Station, or for reversing any action of the Faculty, in cases of discipline, appealed to the Board of Trustees.

No. 10.—No money shall be expended, and no debt contracted in the name of the College or Experiment Station, not approved at a meeting of the Board of Trustees.

No. 11.—Regular or Standing Committees of the Board, including an Executive Committee, may be appointed, and special authority delegated thereto at a regular meeting, or a special meeting called for the purpose. Special Committees, composed of Trustees, Officers or Professors of the College, may be appointed at any time, to consider and report upon any business as-

signed for their investigation. The services of any Committee may be terminated at the pleasure of the Board by a majority vote at a regular meeting. All Committees shall have a Chairman designated at the time of appointment, and any Committee may provide for its meetings, and any regular Standing Committee may call upon the Registrar to serve notices to attend its meetings and keep its records, provided his duties at the College will permit.

No. 12.—The President of the Faculty shall be an honorary member of the Board of Trustees, and be invited to be present at their meetings, and also at all stated meetings of the Standing Committees of the Board, and any officer or professor ~~shall~~ be permitted to attend any meeting of the Trustees, held at the College, for the purpose of directing their attention to any business in which he may be personally interested.

No. 13.—All action by the Board of a personal character shall be subject to the same regulations which control

legislative bodies in executive session.

No. 14.—The Board of Trustees shall have power to rescind any appointment, upon giving two months' notice to the incumbent, and the salary shall cease with the close of the service.

No. 15.—All professors or officers, wishing to close their connection with the College or Station, shall give at least two months' notice of such intention to the President of the Faculty or Director of the Station, to be transmitted to the President of the Board of Trustees.

No. 16.—<sup>12</sup> The salaries of the professors and officers shall be paid in ~~ten~~ (10) monthly payments, commencing September 30 of each year, except in cases when employment is continuous. The payment shall then be made in twelve equal installments, commencing with July 30.

No. 17.—The Professors and Registrar of the College, with their families, shall reside in one of the buildings on the farm, when desired by the Board. The President of the College, however,

to have the option of requiring any one or more of them to reside in the College Building for the better preservation of order or to facilitate business.

No. 18.—When the wife and children of any member of the Faculty, or Registrar, reside in the College, board shall be charged at the following rates: For wife and each child over twelve years of age, the same as for a student; for children between five and twelve years of age, half price paid by a student; and for children under five years of age, no charge; for a servant, one-half the price paid by a student. Officers and employees of the Experiment Station shall have similar privileges at the College, on like terms, subject to regulations to be prescribed by the President of the College.

*Review*

No. 19.—All reports to the Board of Trustees, or other authorities, by the different departments of the College, shall be transmitted through the President to these bodies, except the report of the Director of the Experiment Station.

No. 20.—In case of incompetency or neglect of duty, or other conduct militating against the welfare of the College, on the part of any employee of the College, the President shall report the same to the Executive Committee, which Committee, upon examination, shall report the result of their deliberations to the Board of Trustees for their final action.

No. 21.—It shall require the votes of a majority of the entire Board of Trustees, to alter, amend or abolish any one of the foregoing by-laws, and all by-laws, rules and regulations inconsistent therewith are hereby repealed.

*Ex off*  
**DUTIES OF THE PRESIDENT.**

No. 22.—The President of the Faculty shall be the chief executive officer to carry into effect the rules and regulations of the Board of Trustees, and the general superintendence and government of the College shall be committed to him. He shall have authority to visit the various schools and de-

partments and report the result of his observations to the Board of Trustees. He shall have control over the College buildings, grounds, farm, etc.; shall inspect all drafts upon the Registrar for money or supplies, which shall, before being paid, be approved and endorsed by him. He shall have authority to cause to be erected any improvements or alterations in or around the College buildings, subject to the approval of the Trustees; and he shall require the Registrar to report monthly the general condition of the Departments, with expenses and receipts, and also the sums of money received and advanced by him to pupils, and for what purpose.

He shall see that all the laws of the Trustees are duly observed and carried into effect by professors, officers and students. He shall have power to suspend, punish or expel students, provided that any party feeling himself aggrieved by his decision, may appeal to the Board of Trustees.

He shall make a report to the Board of Trustees, at their regular Quarterly

*and of Bd & Engt etc Opt*

Meetings, upon the general condition of the Institution, and especially report any misconduct or neglect of duty on the part of any officer or professor, and he shall also suggest any alterations and improvements as he may think calculated to promote the welfare and usefulness of the Institution. He shall, at the Quarterly Meeting of the Board nearest to the close of the school year, submit an estimate of the income of the College and Experiment Station for the next year, and also of the sums necessary for the expenditures in the different Departments of the College and Experiment Station. These estimates may be considered by the Board or referred to the Finance Committee, for assistance in making the annual appropriations.

*Ex Lusion and  
Inspection and  
Control of Opt*

No. 23.—The President of the Faculty, if also Director of the Experiment Station, and the Director, if another person, shall perform similar duties and have similar powers with the Experiment Station as prescribed for the President in connection with the College.

No. 24.—All officers and employees of the College and Station, not appointed by the Board of Trustees or its Executive Committee, shall be appointed by the President, subject to the approval of the Executive Committee. The Matron shall control the domestic concerns of the College, subject to the supervision and direction of the President, who shall have power to contract for all provisions and supplies required for the College, and have control of all outbuildings, etc., of the farm, and make such arrangements in regard thereto, as in his opinion the Institution may require, subject to the approval of the Executive Committee.

#### DUTIES OF THE REGISTRAR.

No. 25.—The Registrar of the College shall be elected annually, and shall be removable from office at the pleasure of the Trustees, as officers are. As required by the Charter, he shall register in a book, to be kept for that purpose, all the acts, orders and proceedings of the Board of Trustees.

He shall also act as Secretary to the Board and Treasurer of the Institution.

He shall reside at or near the College, and keep an accurate account of his receipts and disbursements, making a report when required of the same, in detail, with vouchers, to the President and to the Board of Trustees, at the regular Quarterly Meetings, and whenever required, showing the working and expenses of each several department.

He shall give bond in some bonding company in the sum of ten thousand dollars (\$10,000.00), to be approved by the President of the Board of Trustees, for the faithful performance of his duties. His books shall at all times be subject to the inspection of the President and Trustees of the College. The funds of the College shall be deposited in such bank as the Trustees shall direct.

The Registrar shall attend all meetings of the Board of Trustees, except executive sessions, and keep an accurate record of all their acts, orders and other proceedings, and shall execute such orders of the President and Trus-

tees of the College as may pertain to the same.

No. 26.—In the absence of the President, his authority and duties shall devolve on the Vice-President.

No. 27.—No professor or other officer shall engage in any other occupation, without special permission from the Board of Trustees.

No. 28. No professor or other officer shall absent himself from the College for a longer period than ten days, without the permission of the Executive Committee, nor for any longer period, which interferes with the discharge of his special duties, or his share in the general management, without the permission of the President.

No. 29.—Professors and other officers shall have charge and be held responsible for the instruments, apparatus and books supplied for the use of their respective Departments, and will be required to preserve them from all unnecessary injury.

No. 30.—An annual inventory shall be made by officer or professors, desig-

nated by the President, of all instruments, apparatus, books, stock, implements, furniture, stores and supplies of every nature, belonging to the College and Experiment Station.

Correct Copy:

Attest:

JOSEPH R. OWENS, Registrar.

Executive Committee

The Executive Committee, consisting of five members, shall meet at the College on the second Friday of each month: They shall have charge of the financial affairs of the College and approve or reject all bills presented and make recommendations to the Board and have power to notify any employee whose removal they may recommend and report to the Board for final action.

Adopted June 12<sup>th</sup> 1908 by the Board

